

CLASS TITLE: HOME ECONOMICS CONSULTANT

Class Code: 02789200
Pay Grade: 19A
EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To assist in developing standards of assistance to be used as guides in the determination of need for public assistance and in family economics counseling; to give consultative service to the eligibility and/or service staff with respect to content and application of these standards of assistance; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a superior with wide latitude for the exercise of initiative and independent judgement; work is reviewed upon completion through conferences and submitted reports.

SUPERVISION EXERCISED: As required, may supervise the work of one or more assistants or clerical workers assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To assist in developing standards of assistance to be used as guides in the determination of need for public assistance such as: the formulation of quantity-quality-cost standards used for evaluating material requirements of families and of individuals of different ages, sex and physical condition; the formulation of standards for evaluating the economic resources of families and individuals applying for public assistance; and the formulation of standards for determining the adequacy of resources in relation to requirements.

To give consultative service to the eligibility and/or service staff on the application of said standards of assistance in order to provide assistance recipients with an income sufficient to purchase minimum adequate diets, shelter and other items of material security.

To develop methods for adjusting cost standards to local conditions.

To review and render advice in the revision of, these standards and to keep them in appropriate relationship with current prices and conditions and agency policies.

To do continual research on prices and economic conditions.

To participate in the staff development program by interpreting and promoting a better understanding of the purpose, content and use of the State's standards of assistance in order to improve practices of the agency.

To participate in those phases of the staff development program which are related to the home economics aspects of family life.

To prepare pertinent educational material for the use of staff applicants and recipients.

To cooperate with consultants, in a similar capacity in other public and private health, educational and welfare agencies, whose programs are related.

To provide information and advice to clients, individually and in groups, concerning various aspects of home economics and household management.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the field of home and family economics and of the content and development of quantity, quality and cost standards of the material requirements needed by individuals and families in low income groups to maintain health and well-being; the ability to evaluate the adequacy of the economical resources of individuals and families

applying for and receiving public assistance in relation to their material requirements; a familiarity with social case work principles, practices and techniques with some specialized knowledge in public assistance; a working knowledge of social and economic factors that contribute to personal maladjustment and dependency; a working knowledge of community resources and how to utilize them effectively; the ability to give consultative services to eligibility and/or service staff workers on the content and application of quantity, quality and cost standards of public assistance; the ability to interpret to the community the purposes and application of such standards; the ability to review, and render advice in the revision of, these standards and keep them in appropriate relationships with current prices and conditions as well as agency policy; the ability to instruct others in food budgeting, meal planning and family money and household management; the ability to establish and maintain effective working relationships with superiors and associates, the community and public, other public and private agencies, and public assistance recipients; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a degree in home economics, with a specialization in the areas of food and nutrition, or home management; and

Experience: Such as may have been gained through: employment as a home economist in a public or private social agency providing financial assistance or other family home economic service to individuals or families in need.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: June 8, 1975

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